



# **SURGERY**

## **USER MANUAL**

Version 3.0  
July 1993

(Revised April 2003)



# Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual or use the entire updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
04/03	Title Page, i, 99, 101, 110-111, 124	SR*3*115	- Added TIME OUT VERIFIED and IMAGING CONFIRMED fields to these options and Screen Server examples: <i>Operation Startup</i> , <i>Operation (Short Screen)</i> , and the <i>Nurse Intraoperative Report</i> .
02/03	Title Page, i-ii vi, 19- 20 23, 27, 31, 35-36, 54, 55, 59-60, 64, 67-68, 398, 399, 536a – 536b, 543	SR*3*107	- Updated TOC page to add CoreFLS/Surgery section. - Added SPD COMMENTS field to several option and Screen Server examples. These options include: <i>Make Operation Requests</i> , <i>Delete or Update Operation Requests</i> , <i>Make a Request from the Waiting</i> , <i>Make a Request for Concurrent Cases</i> , <i>Schedule Unrequested Operations</i> , <i>Schedule Unrequested Concurrent Cases</i> , and <i>Reschedule or Update a Scheduled Operation</i> . - Added AUTOMATED CASE CART ORDERING field to the <i>Surgery Site Parameters (Enter/Edit)</i> option examples. - Added CoreFLS Interface section. - Updated Index entries.
12/02	Title Page, i – ii 129 - (130) 443 - (444) (467) - 468	SR*3*111	- Updated Revision Date and Revision History. - Updated the <i>Tissue Examination Report</i> option with ETHNICITY and RACE fields. - Updated the <i>Patient Demographics (Enter/Edit)</i> option description and example to include the ETHNICITY and RACE fields. - Updated the example for a Non-Cardiac Risk Assessment case to include the ETHNICITY and RACE fields.
02/00	All		Updated entire User Manual.
07/93			Original Release of User Manual.

<This page intentionally left blank for two-sided printing.>

```

** STARTUP **      CASE #159  NASIUM,JIM                      PAGE 2 OF 3

1  TIME OUT VERIFIED      YES
2  IMAGING CONFIRMED      NOT APPLICABLE
3  ASA CLASS:
4  PREOP MOOD:
5  PREOP CONSCIOUS:
6  PREOP SKIN INTEG:
7  TRANS TO OR BY:
8  PREOP SHAVE BY:
9  SKIN PREPPED BY (1):
10 SKIN PREPPED BY (2):
11 SKIN PREP AGENTS:
12 SECOND SKIN PREP AGENT:
13 SURGERY POSITION:      (MULTIPLE) (DATA)
14 RESTR & POSITION AIDS: (MULTIPLE) (DATA)
15 ELECTROGROUND POSITION:

Enter Screen Server Function:  A

```

```

Time Out Verification Completed (Y/N): YES// <RET>
Preoperative Imaging Confirmed: NOT APPLICABLE// <RET>
ASA Class: 2 2-MILD DISTURB.
Preoperative Mood: ?
    Enter the code corresponding to the preoperative assessment of the
    patient's emotional status upon arrival to the operating room.
    ANSWER WITH PATIENT MOOD NAME, OR CODE
CHOOSE FROM:
    AGITATED      AG
    ANGRY          ANG
    ANXIOUS        ANX
    APATHETIC      AP
    DEPRESSED      D
    RELAXED        R

Preoperative Mood: ANXIOUS      ANX
Preoperative Consciousness: AO ALERT-ORIENTED      AO
Preoperative Skin Integrity: INTACT      I
Transported to O.R. By: PACU
Preoperative Shave By: LAMBERTH,MARGARET
Skin Prepped By: <RET>
Skin Prepped By (2): <RET>
Skin Preparation Agent: HIBICLENS      HI
Second Skin Preparation Agent: <RET>
Electroground Placement: RAT RIGHT ANT THIGH
Electroground Position (2): <RET>

```

```

** STARTUP **      CASE #159  NASIUM,JIM                      PAGE 1
    SURGERY POSITION

1  SURGERY POSITION:      SUPINE
2  NEW ENTRY

Enter Screen Server Function:  2
Select SURGERY POSITION: SEMISUPINE
    ARE YOU ADDING 'SEMISUPINE' AS A NEW SURGERY POSITION (THE 2ND FOR THIS
    SURGERY)? Y (YES)
    SURGERY POSITION: SEMISUPINE// <RET>

```

```

** STARTUP **      CASE #159  NASIUM,JIM                PAGE 1
      SURGERY POSITION  (SEMISUPINE)

1  SURGERY POSITION:      SEMISUPINE
2  TIME PLACED:

Enter Screen Server Function:  <RET>

```

```

** STARTUP **      CASE #159  NASIUM,JIM                PAGE 1 OF 1
      SURGERY POSITION

1  SURGERY POSITION:      SUPINE
2  SURGERY POSITION:      SEMISUPINE
3  NEW ENTRY

Enter Screen Server Function:  <RET>

```

```

** STARTUP **      CASE #159  NASIUM,JIM                PAGE 1 OF 1
      RESTR & POSITION AIDS

1  RESTR & POSITION AIDS: SAFETY STRAP
2  NEW ENTRY

Enter Screen Server Function:  2
Select RESTR & POSITION AIDS:  FOAM PADS
      RESTR & POSITION AIDS: FOAM PADS// <RET>

```

```

** STARTUP **      CASE #159  NASIUM,JIM                PAGE 1 OF 1
      RESTR & POSITION AIDS  (FOAM PADS)

1  RESTR & POSITION AIDS: FOAM PADS
2  APPLIED BY:

Enter Screen Server Function:  2
Applied By:  LAMBERTH,MARGARET

```

```

** STARTUP **      CASE #159  NASIUM,JIM                PAGE 1 OF 1
      RESTR & POSITION AIDS  (FOAM PADS)

1  RESTR & POSITION AIDS: FOAM PADS
2  APPLIED BY:          LAMBERTH,MARGARET

Enter Screen Server Function:  <RET>

```

```

** STARTUP **      CASE #159  NASIUM,JIM                PAGE 1 OF 1
      RESTR & POSITION AIDS

1  RESTR & POSITION AIDS: SAFETY STRAP
2  RESTR & POSITION AIDS: FOAM PADS
3  NEW ENTRY

Enter Screen Server Function:  <RET>

```

```

** STARTUP **      CASE #159  NASIUM, JIM      PAGE 2 OF 3

1  TIME OUT VERIFIED      YES
2  IMAGING CONFIRMED      NOT APPLICABLE
3  ASA CLASS:             2-MILD DISTURB.
4  PREOP MOOD:            ANXIOUS
5  PREOP CONSCIOUS:       ALERT-ORIENTED
6  PREOP SKIN INTEG:      INTACT
7  TRANS TO OR BY:       PACU
8  PREOP SHAVE BY:        LAMBERTH, MARGARET
9  SKIN PREPPED BY (1):
10 SKIN PREPPED BY (2):
11 SKIN PREP AGENTS:      HIBICLENS
12 SECOND SKIN PREP AGENT:
13 SURGERY POSITION:       (MULTIPLE) (DATA)
14 RESTR & POSITION AIDS:  (MULTIPLE) (DATA)
15 ELECTROGROUND POSITION: RIGHT ANT THIGH

```

Enter Screen Server Function: <RET>

```

** STARTUP **      CASE #159  NASIUM, JIM      PAGE 3 OF 3

1  ELECTROGROUND POSITION (2):

```

## 1.4 Operation

Physicians and nurses use this option to enter data relating to the operation during or immediately following the actual procedure. It is *very important* to record the time of the patient's entrance into the hold area and operating room, the time anesthesia is administered, and the operation start time.

Many of the data fields are "multiple fields" and can have more than one value. For example, a patient can have more than one diagnosis or procedure done per operation. When a multiple field is selected, a new screen is generated so that you can enter data related to that multiple. Remember, you can use the up-arrow (^) to exit from any multiple field. Enter a question mark (?) for computer- assisted instruction.

### Field Information

**TIME OPERATION BEGAN:** Check your institution's policy concerning an operation's start time. In some institutions, this may be the time of first incision.

**Note:** If entering times on other than the day of surgery, enter both the date *and* the time

### Example: Operation Option

Select Operation Menu Option: O Operation

```
** OPERATION **      CASE #173  PETRIE,ROBERT      PAGE 1 OF 2

1  TIME PAT IN HOLD AREA:
2  TIME PAT IN OR:
3  ANES CARE START TIME:
4  TIME OPERATION BEGAN:
5  SPECIMENS:          (WORD PROCESSING)
6  CULTURES:           (WORD PROCESSING)
7  THERMAL UNIT:        (MULTIPLE)
8  ELECTROCAUTERY UNIT:
9  ESU COAG RANGE:
10 ESU CUTTING RANGE:
11 TIME TOURNIQUET APPLIED: (MULTIPLE)
12 PROSTHESIS INSTALLED:  (MULTIPLE)
13 REPLACEMENT FLUID TYPE: (MULTIPLE)
14 IRRIGATION:           (MULTIPLE)
15 MEDICATIONS:          (MULTIPLE)

Enter Screen Server Function: 1:5;7;13:14
Time Patient Arrived in Holding Area: 8:50 (MAR 12, 1992@08:50)
Time Patient In the O.R.: 9:00 (MAR 12, 1992@09:00)
Anesthesia Care Start Time: 9:10 (MAR 12, 1992@09:10) (MAR 12, 1992@09:10)
Time the Operation Began: 9:20 (MAR 12, 1992@09:20)
Specimens:
1>Gallbladder and duodenum
2><RET>
EDIT Option: <RET>
```



## 1.6 Enter PAC(U) Information

Personnel in the Post Anesthesia Care Unit (PACU) use this option to enter the admission and discharge times and scores.

### Example: Entering PAC(U) Information

Select Operation Menu Option: **PAC** Enter PAC(U) Information

\*\* PACU \*\* CASE #145 OAT,WILLIE PAGE 1 OF 1

1 ADMIT PAC(U) TIME:  
2 PAC(U) ADMIT SCORE:  
3 PAC(U) DISCH TIME:  
4 PAC(U) DISCH SCORE:

Enter Screen Server Function: **1:4**

PAC(U) Admission Time: **13:00** (APR 26, 1992@13:00)

PAC(U) Admission Score: **10**

PAC(U) Discharge Date/Time: **14:00** (APR 26, 1992@14:00)

PAC(U) Discharge Score: **10**

\*\* PACU \*\* CASE #145 OAT,WILLIE PAGE 1 OF 1

1 ADMIT PAC(U) TIME: APR 26, 1992 AT 13:00  
2 PAC(U) ADMIT SCORE: 10  
3 PAC(U) DISCH TIME: APR 26, 1992 AT 14:00  
4 PAC(U) DISCH SCORE: 10

Enter Screen Server Function: **<RET>**

## 1.7 Operation (Short Screen)

This is a three-page screen of information concerning a surgical procedure performed on a patient. The *Operations Short Screen* option is designed to allow the nurse or physician to easily enter data relating to the operation during, and shortly after, the actual procedure.

This timesaving option can replace the *Operation Startup*, *Operation*, and *Post Operation* options for minor surgeries.

When only one anesthesia technique is entered, the computer will assume that it is the principal anesthesia technique for the case. Some data fields may be automatically filled in if the case was booked in advance.

### Example: Operation Short Screen

Select Operation Menu Option: **OSS** Operation (Short Screen)

```
** SHORT SCREEN **      CASE #186  DRUCKER, SAM      PAGE 1 OF 3

1  DATE OF OPERATION:      MAR 09, 1992
2  IN/OUT-PATIENT STATUS:  OUTPATIENT
3  SURGEON:                REED, JAMES
4  PRINCIPAL PRE-OP DIAGNOSIS: BENIGN LESIONS ON NOSE
5  PRIN DIAGNOSIS CODE:
6  OTHER PREOP DIAGNOSIS:  (MULTIPLE)
7  PRINCIPAL PROCEDURE:    REMOVE FACIAL LESIONS
8  PRINCIPAL PROCEDURE CODE: 17000
9  OTHER PROCEDURES:       (MULTIPLE)
10 TIME PAT IN OR:
11 TIME OUT VERIFIED
12 IMAGING CONFIRMED
13 TIME OPERATION BEGAN:
14 TIME OPERATION ENDS:
15 TIME PAT OUT OR:
```

```
Enter Screen Server Function: 10:15
Time Patient In the O.R.: 13:00 (MAR 09, 1992@13:00)
Time Out Verified: YES
Imaging Confirmed: NA NOT APPLICABLE
Time the Operation Began: 13:10 (MAR 09, 1992@13:10)
Time the Operation Ends: 13:36 (MAR 09, 1992@13:36)
Time Patient Out of the O.R.: 13:40 (MAR 09, 1992@13:40)
```

```

** SHORT SCREEN **      CASE #186  DRUCKER,SAM      PAGE 1 OF 3

1  DATE OF OPERATION:      MAR 09, 1992 AT 13:00
2  IN/OUT-PATIENT STATUS: OUTPATIENT
3  SURGEON:                REED,JAMES
4  PRINCIPAL PRE-OP DIAGNOSIS: BENIGN LESIONS ON NOSE
5  PRIN DIAGNOSIS CODE:
6  OTHER PREOP DIAGNOSIS: (MULTIPLE)
7  PRINCIPAL PROCEDURE:    REMOVE FACIAL LESIONS
8  PRINCIPAL PROCEDURE CODE: 17000
9  OTHER PROCEDURES:       (MULTIPLE)
10 TIME PAT IN OR:         MAR 09, 1992 AT 13:00
11 TIME OUT VERIFIED       YES
12 IMAGING CONFIRMED       NOT APPLICABLE
13 TIME OPERATION BEGAN:   MAR 09, 1992 AT 13:10
14 TIME OPERATION ENDS:    MAR 09, 1992 AT 13:36
15 TIME PAT OUT OR:        MAR 09, 1992 AT 13:40

Enter Screen Server Function:  <RET>

```

```

** SHORT SCREEN **      CASE #186  DRUCKER,SAM      PAGE 2 OF 3

1  IV STARTED BY:
2  OR CIRC SUPPORT:        (MULTIPLE)
3  OR SCRUB SUPPORT:       (MULTIPLE)
4  OPERATING ROOM:         OR3
5  FIRST ASST:             NURSE,NANCY
6  SPONGE COUNT CORRECT (Y/N):
7  SHARPS COUNT CORRECT (Y/N):
8  INSTRUMENT COUNT CORRECT (Y/N):
9  SPONGE, SHARPS, & INST COUNTER:
10 COUNT VERIFIER:
11 SURGERY SPECIALTY:      PLASTIC SURGERY (INCLUDES HEAD AND NECK)
12 WOUND CLASSIFICATION:
13 ATTEND SURG:            FINE,LARRY
14 ATTEND CODE:
15 SPECIMENS:              (WORD PROCESSING)

Enter Screen Server Function:  <RET>

```

```

** SHORT SCREEN **      CASE #186  DRUCKER,SAM      PAGE 3 OF 3

1  CULTURES:              (WORD PROCESSING)
2  NURSING CARE COMMENTS: (WORD PROCESSING)

Enter Screen Server Function:  2
Nursing Care Comments:
1>PATIENT ARRIVED AMBULATORY FROM AMBULATORY
2>SURGERY UNIT.  DISCHARGED VIA WHEELCHAIR, AWAKE,
3>ALERT, ORIENTED.
4><RET>
EDIT Option:  <RET>

```

```

** SHORT SCREEN **      CASE #186  DRUCKER, SAM      PAGE 2 OF 3

1  IV STARTED BY:
2  OR CIRC SUPPORT:      (MULTIPLE)
3  OR SCRUB SUPPORT:      (MULTIPLE)
4  OPERATING ROOM:      OR3
5  FIRST ASST:          NURSE, NANCY
6  SPONGE COUNT CORRECT (Y/N):
7  SHARPS COUNT CORRECT (Y/N):
8  INSTRUMENT COUNT CORRECT (Y/N):
9  SPONGE, SHARPS, & INST COUNTER:
10 COUNT VERIFIER:
11 SURGERY SPECIALTY:    PLASTIC SURGERY (INCLUDES HEAD AND NECK)
12 WOUND CLASSIFICATION:
13 ATTEND SURG:          FINE, LARRY
14 ATTEND CODE:
15 SPECIMENS:            (WORD PROCESSING)

Enter Screen Server Function:  <RET>

```

```

** SHORT SCREEN **      CASE #186  DRUCKER, SAM      PAGE 3 OF 3

1  CULTURES:            (WORD PROCESSING)
2  NURSING CARE COMMENTS: (WORD PROCESSING) (DATA)
3  ASA CLASS:
4  PRINC ANESTHETIST:    REED, JAMES
5  ANESTHESIA TECHNIQUE: (MULTIPLE)
6  ANES CARE START TIME:
7  ANES CARE END TIME:
8  DELAY CAUSE:          (MULTIPLE)
9  CANCEL DATE:
10 CANCEL REASON:

Enter Screen Server Function:  <RET>

```

## 1.12 Nurse Intraoperative Report

This option generates the Nurse Intraoperative Report. This report details case information for the patient case selected. When a hard copy of this report is made, space is provided for the nurse's signature. This form is considered an SF 509 Progress Note and will replace the current Nurse Intraoperative Progress Report.

With the *Surgery Site Parameters* option, you can select one of two different formats for this report. One format includes all field names regardless of whether or not information was previously entered (Example 1). The other format only includes fields that have actual data (Example 2).

This report prints in an 80-column format and can be viewed on your terminal screen or copied to a printer.

### Example 1: Nurse Intraoperative Report (Including all Fields)

```
Select Operation Menu Option: NR Nurse Intraoperative Report
DEVICE: [Select Print Device]
```

..... *report follows* .....

MEDICAL RECORD		NURSE INTRAOPERATIVE REPORT	PAGE 1
----------------	--	-----------------------------	--------

  

Operating Room: OR2	Surgical Priority: ELECTIVE
---------------------	-----------------------------

  

Patient in Hold: MAR 09, 1999 09:00 09:30 Operation Begin: MAR 09, 1999 09:45 12:30 12:40	Patient in OR: MAR 09, 1999 Operation End: MAR 09, 1999 Patient Out OR: MAR 09, 1999
---	--

  

Surgeon: FINE, LARRY Attending Surg: HOWARD, MOE Anesthetist: DAVIS, DOUG	First Assistant: REED, DANNY Second Assistant: N/A Assistant Anesth: MOSES, DAISY
---	---

  

Other Scrubbed Assistants: TATUM, WILLIAM
--

  

OR Support Personnel: Scrubbed BARNETT, PATSY (FULLY TRAINED)	Circulating DOTY, NADINE (FULLY TRAINED)
---	---

  

Other Persons in OR: N/A
--------------------------

  

Preop Mood: N/A Preop Skin Integ: N/A	Preop Consc: N/A Preop Converse: N/A
--	---

  

Valid Consent/ID Band Confirmed By: N/A Time Out Verification Completed: Yes Preoperative Imaging Confirmed: Not Applicable
---

  

Skin Prep By: N/A Skin Prep By (2): N/A Preop Shave By: N/A	Skin Prep Agent: N/A 2nd Skin Prep Agent: N/A
---	--

  

Surgery Position(s): SUPINE	Placed: N/A
-----------------------------	-------------

  

Restraints and Position Aids: SAFETY STRAP
---

  

Applied By: N/A
-----------------

  

Electrocautery Unit: 7299 ESU Coagulation Range: N/A ESU Cutting Range: N/A Electroground Position(s): N/A
---